

CONFIDENTIAL

USE LETTEREX TO MAKE
NOTES, CROSSES, IF THEY ARE
REQUIRED.

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 58-615
TO: EXECUTIVE SECRETARY, INCENTIVE AWARDS COMMITTEE	FROM: ORR	
ACTION RECOMMENDED		
1. ADOPT FOR USE. (DATE ADOPTED _____) INDICATE ACTION 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW) RECOMMENDED BY 3. DISAPPROVED FOR ADOPTION. PLACING ACTION 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION. NUMBER IN BOX 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____) 6. OTHER (SPECIFY BELOW) 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)		

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

The proposed filing system is inapplicable to most of the files of the Economic Research Area (ERA) of ORR because it presupposes a research and reporting system which does not exist in ORR. Rather than reducing the time spent on filing documents, it would materially increase it. However, the principle underlying the proposal has always been used for a specific purpose by some analysts, as is described below in paragraph 3. The following description of general ERA procedures supports this evaluation.

1. ERA files.

Most ERA analysts are responsible for intelligence on all aspects of a particular branch of the economy; in many cases the responsibility embraces all areas of the Sino-Soviet Bloc. These responsibilities include such diverse topics as production, technology, industrial organization, distribution of plants and employment, and foreign trade. Our files are mostly organized around the CIA Library Intelligence Subject Code or modifications thereof which facilitate the rapid filing and retrieval of large numbers of documents. A useful "holding file" for current material, of the type envisioned by this proposal, would necessarily duplicate the general subject and geographic area pattern of our basic files, since mere filing of current material at the front of a complex file would quickly result in an unusable jumble of documents. The employment of a comprehensive "holding file," of course, would increase the amount of time spent in filing, since documents would first be placed in the microcosmic "current holding" file, then later refiled in the basic file.

2. The ERA reporting system.

The author of the proposed "holding file" describes the type of reporting system to which he thinks his proposal would be applicable as follows: "In practice, items collected in such files [biographical and historical files on various subjects of intelligence interest] are, in one form or another, ultimately integrated into regular reports (weekly, monthly, semi-monthly, etc.)." Almost little or no ERA reporting takes place in this manner. Most of our reporting takes the form of contributions to NIE's and NIS's or of Intelligence Memoranda and other branch-initiated projects. The "holding file" is not applicable to either of these. It would slow down the process of preparing NIE or NIS contributions, since the analyst would have to search both the basic file and the "holding file" on each topic which he wished to discuss. It would be of even less value in the X CONTINUED ON ATTACHED SHEET

DATE	SIGNATURE OF EVALUATING OFFICIAL (type name and title)
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case of most branch initiated projects, since here the entire file is organized around the topics to be treated.

3. Present use of specialized "holding files" in ERA.

ERA analysts actively support RR/CSS and OCI with current economic intelligence, but reporting of this type does not take place on the regular "weekly or monthly" basis hypothesized by the author of the proposal under consideration. Our current intelligence reporting is of two types. "Spot items" of interest are written up and transmitted to CSS as soon as received. Current Support Memoranda (CSMs), which reflect a developing situation against the background of earlier events, are turned out on an ad hoc basis. For this latter type of report, many analysts have always maintained specialized "holding files" on topics which they think will eventually warrant a CSM. Material is placed in them on a highly selective basis and incorporated in the analyst's basic file on completion of the CSM.